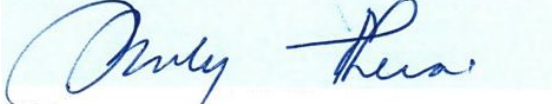
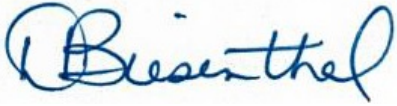




SUN COUNTRY HEALTH REGION & AFFILIATES

Policy/Procedure #:					HR-70-02-05	
Section:	HR - Human Resources					
Sub-section:	HR-70 – Safety Management System (SMS)					
Category:	HR-70-02 – Element 2 – Hazard Identification & Control					
Subject:	Job Safety Analysis (JSA)					
Date Issued:	Date Revised:	Enter Date	Enter Date	Enter Date	Enter Date	Enter Date
13-Apr-2016	Date Reaffirmed:	Enter Date	Enter Date	Enter Date	Enter Date	Enter Date
Document Owner:			Authorized by:			
Name: Shirley Thera			Name: Dean Biesenthal			
Title: Manager Workplace Health and Safety			Title: Vice President Human Resources			
						
signature			signature			

POLICY

A Job Safety Analysis (JSA) is a valuable tool for identifying hazards related to a specific job/classification. A JSA is also used for developing accepted safe work practices in the workplace.

SCHR has developed a job safety analysis for all positions/job titles and associated tasks.

PURPOSE

A JSA is a documented, systematic process that identifies and assesses existing and potential health and safety hazards associated with a particular job/task. Methods for controlling these hazards are also identified and then incorporated into written safe work practices. The end product is a detailed description outlining the various tasks of that classification, and how to safely perform a potentially hazardous job task.

SCHR's JSA's are broken down into basic components/duties that identify the overall task, and then assess the existing and potential health and safety hazards associated within that classification/job.

Statements of Responsibility

Employer:

The employer is responsible to:

- ensure JSAs are written for all classifications/jobs that are new or have been modified and are/or performed infrequently or rarely;
- ensure implementation through competent supervision;
- involve workers in the development and risk assessment/score of JSAs;
- implement necessary controls identified in JSAs to eliminate and/or control the hazards;
- communicate those controls and safe work practices to workers following the hazard identification process;
- revise JSAs when required.

Worker:

The worker is responsible to:

- work with their supervisor to identify hazards present in particular jobs
- participate in the development and review of JSAs during work time, and in consultation with their supervisor
- follow all safe work practices and procedures as developed.

Occupational Health Committee:

The Occupational Health Committee responsible to:

- participate in the development, implementation and review of JSAs in consultation with the employer;
- assist with the identification of hazards;
- recommend control measures to eliminate or minimize hazards.

Procedure for developing a JSA for a position:

- generic templates for JSAs can be requested from the SCHR Manager Workplace Health & Safety;
- systematically breakdown the position/job title into overall components/tasks
- describe in general, each component or task;
- identify the hazard(s), existing and potential associated with each component/task – when required;
- include the hazard(s) location/environment where the work is performed;
- identify the safe work procedure(s) required to control/eliminate the hazard(s) – include hazard controls such as engineering, administrative, PPE required, tools/equipment/materials;
- identify the training required that apply for that JSA's position;
- assess and risk score each component;
- integrate the JSAs into the Safety Management System;
- communicate information of the hazards and required controls to the appropriate workplace directors/managers/supervisors, and workers;
- ensure training is provided to workers on their position JSA;
- review and update JSAs as required.

Resources for developing JSAs

- hold group and individual discussions with experienced and new workers
- involve appropriate outside experts where necessary – suppliers, manufacturers, vendors, safety associations (SASWH, LRWS)
- review with site OHS Committees
- observe workers performing the job, and document the hazards and controls/safe work practices needed.
- communicate JSAs through employee safety huddles, staff meetings, site orientation

Job Safety Analysis shall be part of the site orientation departmental check off list for new or transferred workers.

When completed and reviewed by the site OHS Committee, a copy will be placed on the affected departments bulletin board or site OHS bulletin board. Workers from that department will be made aware of the JSA.

Copies will be kept in the site OHS Committee binder.

Completed and approved copies of all JSAs will be sent to the SCHR Manager Workplace Health and Safety.